



Clallam Conservation District

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MINUTES

Regular Monthly Meeting December 5, 2006

Minutes typed December 7, 2006 by Meghan Peacock

Supervisors Present: Bob Forde, Don Hatler, Nash Huber, Ben Smith

Associate Supervisors Present: none

Staff Present: Joe Holtrop, District Manager; Janell Kiphart, Administrative Assistant; Jennifer Coyle-Bond, Meghan Peacock, and Clea Rome, Conservation Planners; Laurie Yarnes, Engineering Technician

Others present: Ed Chadd, Streamkeepers; Dave Howat, public; Ann Soule, Clallam County Environmental Health

Ben Smith called the meeting to order at 3:00 PM.

Approval of Minutes

Don Hatler moved to approve the minutes from the November 7, 2006 meeting. Bob Forde seconded. Motion approved.

REPORTS

Staff Reports

Jennifer Coyle-Bond – Preparing for a series of upcoming horse and livestock workshops with Meghan Peacock. Also responded to farm management related technical assistance requests, worked on water quality monitoring protocols and worked to complete the farm inventory mailing list.

Meghan Peacock – Worked with Lazy J Tree Farm to help them with their composting operation. It was determined that District staff do not have expertise in obtaining permits necessary to run a composting facility, so it was recommended that Lazy J hire a private consultant specializing in designing composting facilities. Meghan also finished the updates to Maple View Farm's nutrient management plan.

Bob Forde moved to approve the updated and revised nutrient management plan for Maple View Farms. Don Hatler seconded. Motion approved.

Laurie Yarnes – Reported that the Clallam-Cline Phase I Part A project is progressing, but was granted a delay earlier in the month due to weather. Mountain West of Port Orchard was the winning bidder on the Clallam-Cline Phase I Parts B & C. The Board expressed concern over the project being completed before irrigation season if they also have delays due to weather. Laurie reported that the bridge for the Ecotrust Family Forest Fish Passage Program project was scheduled to be delivered tomorrow and the project is slated for completion by December 15th.

Joe Holtrop – Presented the Board with a table he created outlining the tasks and responsibilities for the Cline-Clallam Irrigation Consolidation Piping, to ensure the proper parties were accountable. There was discussion about which party has the authority to sign-off on the completion of projects. Steve Nissley, Natural Resources Conservation Service (NRCS) District Conservationist, indicated that only Professional Engineers or those with NRCS job approval authority can sign off on NRCS designs. Joe also finished planting the Helen Haller rain garden, completing that project for the most part.

Clea Rome – Met with five landowners in the Lake Farm area. They are all interested in working together on a larger wetland restoration project on their properties. There is a second Three Crabs flooding subcommittee meeting next week. Clea planned to ask landowners to collect flooding data at the meeting.

United States Department of Agriculture (USDA) Reports

Natural Resources Conservation Service (NRCS) Report - Jim Poffel reported that there were five sign-ups in Clallam County for the Environmental Quality Incentives Program (EQIP). All but one signed up for forestry assistance.

Treasurer's Report

Don Hatler moved to approve the November financial report and approve for payment those checks described as 6138 to 6160 in the total amount of \$254,508.65. Bob Forde seconded. Motion approved.

Janell Kiphart mentioned that the District's office rent doubled, going up to \$677 a month. NRCS is phasing the District into our share of the rent over a five year period. Janell also reported that health insurance went up 3.4%.

Announcements/Public Comment – none

Executive Session for Annual Performance Review: Laurie Yarnes

Board went into executive session at 4:10pm and resumed at 5:40pm.

Don Hatler moved to postpone action regarding a step increase for Laurie Yarnes until another executive session can be held on December 12, 2006. Bob Forde seconded. Motion approved.

OLD BUSINESS

Aquifer Recharge Feasibility Study agreement with County, Irrigators – Ann Soule, Clallam County Environmental Health, briefed the Board on the \$300,000 grant that the County received to conduct an aquifer recharge study and do a pilot project in Carlsborg using abandoned irrigation ditches. The hope is to piggy-back on piping projects while contractors are already in the area. The County would like the District's assistance in implementing the project. A proposed Memorandum of Agreement was not ready so action was postponed until next month.

NEW BUSINESS

Ranking of Ecology Centennial Clean Water Fund (CCWF) grant application – Ed Chadd, Streamkeepers, has a CCWF grant application to further investigate the cause of biological impairment on streams listed as impaired based on data Streamkeepers has collected. Streamkeepers is proposing that it will help Ecology do the work that they need to do investigating causes of impairment on streams. Ed asked that the Board support the priority ranking of the CCWF grant applications for Water Resource Inventory Area (WRIA) 18, ranking the Streamkeepers grant proposal as number one, which will help this grant get extra points. The other applicants in WRIA 18 agreed to be ranked below the Streamkeepers proposal.

Don Hatler proposed to support the priority ranking for the CCWF grant applications for WRIA 18. Nash Huber seconded. Motion approved.

OLD BUSINESS

Proposed monthly meeting date change -

Don Hatler moved to change the monthly Board Meeting to the second Tuesday of each month starting with the January 2007 meeting. Nash seconded. Motion approved.

WACD State Meeting report – postponed

Consulting Engineer Agreement – postponed

Long Range Planning Retreat – Structure and location of the meeting will be discussed at a later date. Joe Holtrop will mail the Board possible locations.

NEW BUSINESS

2007 District Elections –

Nash Huber moved that District Elections be held on February 20, 2007 at polling locations in Sequim, Port Angeles, and Forks from 4:00pm to 7:00pm. Don Hatler seconded. Motion approved.

Proposed Purchasing and Credit Card Policy amendment – Joe Holtrop reported that our old policy is not up to date – discussion was tabled until the January meeting.

Distribution of revised Employee Handbook (draft) – The Board was asked to review for next month's meeting.

2007 Annual Plan of Operations and Budget – Joe Holtrop will give to the Board to look over before the end of the month.

The meeting was adjourned at 6:40 PM.